

	<b>State of Alaska Department of Corrections Policies and Procedures</b>	<b>Index #:</b> 104.05	<b>Page 1 of 4</b>	
		<b>Effective:</b> 4/12/2013	<b>Reviewed:</b>	
		<b>Distribution:</b> Public	<b>Due for Rev:</b>	4/2017
	<b>Chapter:</b>	Administration, Organization and Management		
<b>Subject:</b>	Use of Vehicles by Employees in Performance of Official Duties			

I. Authority

In accordance with AS 44.28.030, AS 33.30.030, and 22 AAC 05.155, the Department of Corrections shall develop and adopt policies and procedures that are consistent with laws for the guidance, government and administration of correctional facilities, programs and field services.

II. References

Alaska Statutes

AS 33.30.030

AS 28.05.095

AS 44.68.010-040

State of Alaska Dept. of Transportation & Public Facilities Policy & Procedures Manual  
11.04.010

Alaska Administrative Manual

AAM 60.120

III. Purpose

To establish uniform procedures within the Department regarding the use of state-owned or state-leased vehicles by employees, and for the use of personal vehicles in performance of official business, and for the use of rented vehicles by an employee in the performance of official business

IV. Application

All Staff

V. Definitions

As used in this document, the following definition shall apply:

A. Official Vehicle

Any motorized vehicle owned or leased by the State of Alaska

B. Personal Vehicle

Any motorized vehicle owned or leased by an employee of the Department

C. Rental Car

A motorized vehicle rented by an employee on travel status approved to do so.

VI. Policy

Official vehicles and rented vehicles shall be used only in the performance of official duties, and personal vehicles used by an employee in the performance of official duties, shall be operated in compliance with all applicable statutes, regulations and laws.

VII. Procedures

A. Use of Official Vehicles:

1. Official vehicles will be assigned to Institutions or office units.

2. Official vehicles will be parked in assigned locations when not in use.

<b>Subject:</b> Use of Vehicles by Employees in Performance of Official Duties	<b>Index #:</b> 104.05	<b>Page:</b> 2 of 4
--	------------------------	---------------------

3. With approval of the Division Director an employee may be authorized to park an official vehicle at the employee's home.
  4. Official vehicles will be parked legally where space for parking is indicated, otherwise under no circumstances will official vehicles be parked in a manner that exposes it to traffic hazards or becomes an inconvenience to the public.
  5. The interior of an Official vehicle will be left clean after use.
  6. Non-employees, or employees not on official business, may not travel in Official Vehicles unless specifically authorized by the Commissioner or designee, where special circumstances apply.
  7. Employees who chance upon an accident while driving an Official Vehicle may assist in summoning first responders, rendering aid, and/or may use emergency equipment in the vehicle, unless security concerns dictate otherwise.
  8. It is the responsibility of the operator of an Official Vehicle to make sure the vehicle receives proper maintenance and service, or to inform a supervisor having oversight of the Official Vehicle that maintenance or service is needed. Operators should check motor oil, coolant, tires, etc. when refueling.
  9. Operators shall refuel an Official Vehicle before it has less than 1/8<sup>th</sup> tank of fuel according to the indicator or when a "low fuel" indicator is lit.
  10. An Official Vehicle that is defective or unsafe shall not be operated until necessary repairs are made.
  11. Employees are responsible for prompt payment of fines occurring as the result of traffic citations, parking tickets or other violations received while operating the Official Vehicle. An operator shall inform his or her supervisor of any traffic citations received while operating an Official Vehicle or Rental Car.
- B. Use of Rental Cars
1. Employees authorized to use a Rental Car while on travel status should read and understand the Alaska Administrative Code Section 60.120 Rental Cars. A copy is attached as Annex A.
  2. Rental Cars may be driven only for official state business, which includes usual travel related activities such as stops at restaurants, hotels, etc., but does not extend to personal deviations for the individual traveler's convenience.
  3. Employees are responsible for refueling rental cars prior to their return.
- C. Use of Personal Vehicles:
1. Personal vehicles shall not be used to transport prisoners or offender clientele of the Department.
  2. Use of Personal Vehicles may be authorized by the Deputy Commissioner or designee for official state business when the use of the employee's own vehicle is in the best interest of the state. To obtain authorization, employees shall submit a filled-out copy of Form 104.05A Authorization For Use of Privately Owned Vehicles.
  3. Personal Vehicles authorized for use in the conduct of official business must be properly licensed, insured and verified as properly equipped for safe operation and equipped with seat belts. The insurance policy must meet or exceed the Alaska general insurance requirements set out in AS 28.22.101.
  4. This policy does not preclude the discretionary use of personal vehicles in the conduct of official business when and where mileage or trip compensation is not expected. Such discretionary use is the sole responsibility of the owner or operator.
  5. Mileage or trip compensation may be paid if authorized in advance at a rate established by regulation, statute, or bargaining agreement. To receive payment, the following administrative steps are required:
-

<b>Subject:</b> Use of Vehicles by Employees in Performance of Official Duties	<b>Index #:</b> 104.05	<b>Page:</b> 3 of 4
--	------------------------	---------------------

- a. The employee must maintain a copy of Form 104.05B Record of Mileage which includes: date, beginning and ending trip mileage, purpose of trip, miles traveled and our hours per trip.
- b. The form will be submitted monthly through an assigned administrator to the Deputy Commissioner accompanied by a completed State Travel Authorization Form.

D. Vehicle Use on Institutional Grounds:

1. Vehicles not in use shall be secured in authorized areas and locked with windows closed.
2. Key control for all official vehicles shall be maintained in Central Control or other secure area designated by the Superintendent.
3. Patrol checks on all vehicles shall be made at least once each shift. The patrolling officer shall notify the shift supervisor or the control center officer of vehicles found to be absent.
4. Prisoners authorized to operate Official Vehicles shall be under direct staff supervision and shall follow operating procedures established by the appropriate Superintendent.

VIII. Implementation

This policy and procedure is effective as of the date signed by the Commissioner. Each manager shall incorporate the contents of this document into local policy and procedure within 14 days. All local policies and procedures must conform to the contents of this document and any deviation from the contents of this document must be approved in writing by the Commissioner or designee.

4/12/2013

Date

SIGNATURE ON FILE

Joseph D. Schmidt, Commissioner  
Department of Corrections

Applicable Forms to this Policy:

Annex A: AAM 60.120 [Rental Cars]  
Form 104.05A: Authorization For Use of Privately Owned Vehicles  
Form 104.05B Record of Mileage

*Original: 2/25/85*

*Revised: 6/30/87*

*Revised: 12/01/90*

*Revised: 10/30/02*

<b>Subject:</b> Use of Vehicles by Employees in Performance of Official Duties	<b>Index #:</b> 104.05	<b>Page:</b> 4 of 4
---	------------------------	---------------------

## ANNEX A

### **AAM 60.120 [RENTAL CARS]**

When necessary, the rental of a car may be authorized for travelers in travel status. The estimated cost for the rental car must be included within the total not-to-exceed amount for the prior approval process required under AAM 60.040 Travel Approvals. The cost and intended use of the car must be considered in determining the size and type of car to rent. The State of Alaska supports a mid-size or less car rental. Rental of a car larger than mid-size may be allowed when several travelers are traveling together or circumstances require the use of a larger car. Such situations must also be documented on the completed travel authorization.

- All car rentals must be reserved using E-Travel.
- Travelers are generally not authorized to upgrade their rental cars at the airport. If a car upgrade is required for business or safety reasons, the reason must be documented on the travel authorization when it is finalized.
- Travelers are responsible for refueling rental cars prior to returning them to the rental car companies. If the rental car company refuels the vehicle, a justifiable business purpose must be provided for incurring the additional cost.

All insurance offered by car rental companies must be declined by state travelers. By most state laws, auto liability insurance (covering third party damage or injury claims) is provided by the car-rental company as owner of the vehicle. Excess auto liability coverage is provided through Risk Management for authorized business travel.

Collision or Physical Damage Waiver for any damage to the rental car (collision, comprehensive coverage, and related loss of use claims) is often offered by the car-rental company at the counter at the time of hire and should be refused by the State of Alaska employee on business travel status. Risk Management will respond and resolve any physical damage claims to rental cars while used on state business related travel. Rental cars may be driven on state business only, and Risk Management self-insurance coverage applies only where the car is used on state business. State business includes usual travel related activity (restaurants, hotels, etc.), but does not extend to any personal deviations for individual traveler convenience. Refer to AAM 60.080 [Interruption or Deviation of Travel for Traveler Convenience].

If there is damage to any rental car:

- Travelers are cautioned to never accept responsibility or admit liability.
  - If the lessor requests information or payment, advise the lessor to contact the Department of Administration, Division of Risk Management.
  - If there is personal injury or an accident, telephone the Division of Risk Management as soon as possible.
-